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Hints and Helps

FOR

LOCAL HOME MISSION SOCIETIES

IN

PRESBYTERIAN CHURCHES

PUBLISHED BY THE

WOMAN'S BOARD OF HOME MISSIONS OF THE
PRESBYTERIAN CHURCH

No. 156 FIFTH AVENUE, NEW YORK

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How to Organize a Home Missionary Society.

I CONSULT THE PASTOR of your church. Do not wait for another to do this. Should two, or three, or more come to him on the same errand, it will be to the encouragement of all concerned.

II. It being decided to see what can be done, CALL A MEETING by public notice from the pulpit, by private notes, and as many personal invitations as possible.

III. HOLD THE MEETING, and proceed with the business, even if only a few are present.

1. Begin by having the pastor or some one give out a hymn, read a few verses from the Bible, and lead in prayer.

2. Let some one state the object of the meeting, and tell some of the wants of the Mission fields in our own country.

3. Choose some person to preside for the time being, and another to keep an account of the proceedings, usually called the "Minutes."

4. The one chosen to preside should take a chair in front, not too far away. The one elected Secretary should have a seat at a table near by, so as to do her writing conveniently.

5. Let the Secretary read the Constitution proposed. It is well for the President to appoint several women of good judgment, who may be present, to take the Constitution, and look it over carefully to see if they would recommend any changes, and what these should be.

While this Committee on the Constitution talk it over in another room, or at one side, there may be more singing or further statements as to the importance of doing work for Home Missions; or those present might again engage in prayer.

6. Let the Committee on the Constitution report as soon as possible. It is the duty of the member of it first named to do this.

7. The President shall take a vote on the report of the Committee. Take the votes by having the presiding officer ask those present to say "Aye" if they approve of what is proposed, and afterward asking those opposed to say "No." Sometimes a vote is taken by rising.

8. If the report is accepted, and is in favor of the Constitution, let it be adopted by some one saying, "I move that we adopt this Constitution;" and then, if some one says, "I second it," the business is regularly before the meeting, and the President may call for remarks.

When the vote is finally taken on the Constitution, it is such an important matter that it is well to have it done by rising.

9. Next let the President, the Vice-President, the Secretary and the Treasurer for the year be elected. Sometimes the President for the day (or "Chairman," as a presiding officer is sometimes called) appoints several of the members present as a Committee to go out and talk over the matter, and report after a few minutes the names of those whom they recommend as officers for the year. Sometimes names are simply called out from the audience.

A separate vote must be taken upon each officer.

10. After the President for the year is elected she takes the "Chair," and presides during the rest of the meeting.

11. The time and place of the regular meetings of the new Society should be determined.

12. Some plan for the systematic collection of contributions should be adopted.

13. Some one should be elected Secretary of Literature, or appointed to act as agent for the Home Mission Monthly. This magazine is the organ of the Woman's Board of Home Missions, and furnishes each month fresh news from the field, hints and helps for societies, also a full monthly programme, and is an important aid to successful work. Sample copies should be secured at once by addressing the Woman's Board of Home Missions, 156 Fifth Avenue, New York City, and an earnest effort made to secure subscribers.

14. The meeting should close in good order, adjourning regularly, after prayer or singing the Doxology.

The Secretary for the year should write promptly to the Presbyterial Secretary, telling of the new society, and giving the names of its officers, with post office address of each.

CONSTITUTION OF THE WOMAN'S HOME MISSIONARY SOCIETY OF THE PRESBYTERIAN CHURCH.

ARTICLE I. This Society shall be called the WOMAN'S HOME MISSIONARY SOCIETY of the Presbyterian Church in ——.

ART. II. Its object shall be by prayer, contributions, and the spread of information, to aid the work of the Board of Home Missions of the Presbyterian Church, through the Woman's Board of Home Missions.

ART. III. Any one may become a member by signing the Constitution and By-Laws. The membership fee shall be ——.

ART. IV. The officers shall be a President, a Vice-President, a Secretary, a Treasurer, and a Secretary of Literature, who together shall constitute an Executive Committee, having supervision of the affairs and funds of the society.

ART. V. The President shall take general oversight of the work—seeing that plans adopted are carried out. She shall preside at the meetings held, call extra meetings when deemed necessary, and appoint committees when not otherwise provided for. In the absence of the President, the Vice-President takes her place *pro tem.*

ART. VI. The Secretary shall keep the records, including minutes of every meeting held. She shall send out all notices, and prepare the annual report. She shall also notify the officers of their election.

ART. VII. The Treasurer shall receive and keep account of all the money brought in, and shall forward it *quarterly* to the Presbyterial Treasurer.

ART. VIII. The annual meeting shall be held in ——, at which time the election of officers for the year shall take place.

ART. IX. The annual reports of the Secretary and Treasurer shall be sent by March 15th of each year to the Secretary of the Presbyterial Society.

ART X. No change can be made in this Constitution except by a two-thirds vote at the annual meeting.

BY-LAWS.

1. The meetings of this society shall be opened with devotional exercises.

2. A regular meeting shall be held once a month. Three members shall constitute a quorum for transaction of business. The President has no vote except in case of a tie.

3. Systematic contributions shall be secured, if possible, by distribution of envelopes for monthly collection, by pledges, or by other plans. Quarterly remittances are urged by the Woman's Board of Home Missions.

4. The Secretary of Literature shall endeavor to obtain new subscribers, and to secure renewals of subscriptions to the HOME MISSION MONTHLY, and forward list with money to the Treasurer of the Woman's Board, Box 156 Madison Sq. Branch, New York City. She should also bring the leaflets published by the Woman's Board of Home Missions to the attention of the members of the society.

5. Money for the support of Mission schools being so much needed, all work done in the preparation of "boxes" for Home Missionary families shall be considered *extra* to the leading aims of this society.

6. No change can be made in these by-laws except at a regular meeting of this society, one month's notice being given in advance.

NOTE.—The above Constitution, with By-Laws, prepared by the Woman's Board of Home Missions, is intended as a guide only, subject to changes desirable for local convenience.

In case it is more convenient for women in the Church to work for both Home and Foreign missions in the same organization, alterations can easily be made to enable them to do this.

PARLIAMENTARY RULES FOR MISSIONARY SOCIETIES.

1 The President shall take the chair promptly at the hour appointed for the meeting and should open the services with Scripture reading and prayer.

2. After devotional exercises the Secretary* should read the minutes of the last meeting. If the Secretary is absent some one should be elected to take her place temporarily. When the minutes are read, the President should say: "Are there any corrections? If not the minutes stand approved as read." If there are any corrections, they should be made during the reading or at its close, and the President should then say: "The minutes, as corrected, stand approved."

3. The following is the customary order of business, after devotional exercises:

1. Reading minutes, and approval of the same.
2. Reports of standing committees.
3. Appointment of special committees.
4. Unfinished business.
5. New business.
6. Report of special committees.
7. Adjournment.

4. At the annual meetings the order of business is necessarily somewhat different, and may be as follows, after devotional services:

1. Roll call by the Recording Secretary.
2. Reading minutes of last meeting, and approval of the same.
3. President's address.
4. Report of Corresponding Secretary.
5. Report of Treasurer.
6. Appointment of committees as nominating, on resolutions, etc.
7. Addresses.
8. Business matters.
9. Report of nominating committee, and election of officers.
10. Report of committee on resolutions.
11. Adjournment.

MOTIONS.

5. All business should be brought before an assembly by a

* It is the duty of the Recording Secretary to keep the minutes and give all public notices through pulpit and press. It is the duty of the Corresponding Secretary to conduct the correspondence with individuals and societies, under the general supervision of the President.

motion. When a member makes a motion it should not be debated or acted on unless it has been seconded.

6. When a motion is seconded, the President should distinctly state the motion and say: "Are there any remarks?" If no remarks are offered, then the President should put the question thus: "All who are in favor of the motion will say 'Aye.'" When those in favor have voted, the President should say: "All who are opposed, will say, 'No,'" and should then announce that the motion is carried or lost, as the case may be. If there are any remarks, the above question should be put as soon as the debate closes.

7. Any motion can be amended by adding to, inserting or striking out a part, but the amendment cannot be acted on unless seconded.

8. An amendment should always be voted on before the originan motion. If lost, then the original motion is considered, but if carried, the President should say: "All who are in favor of the motion as amended, will say 'Aye,'" etc.

9. An amendment can be offered to an amendment, but no further amendment is in order. When an amendment to an amendment is offered, it must be acted on first, then the amendment must be acted on, and then the original motion.

10. The following motions are not *debatable*, and no debate, therefore, can be allowed on them, viz.:

1. To adjourn.
2. For the order of the day.
3. To lay on table.
4. For the previous question.

11. The following motions cannot be *amended*, hence no amendments to them are allowable, viz.:

1. To adjourn.
2. For the order of the day.
3. To lay on the table.
4. For the previous question.
5. To reconsider.
6. To postpone indefinitely.

12. A motion to adjourn is not in order when any member is speaking, nor when a vote is being taken. It takes precedence of all other motions except to "fix the time to which to adjourn," to which

alone it yields. If lost, it cannot be repeated until some intervening business has been transacted, when it is in order.

13. A motion, or call "for the order of the day" does not need to be seconded. When made, the order assigned to that particular time must be called up, unless by vote it is postponed to a given time, or for a few minutes that the subject under consideration may be finished

14. The object of the motion "to lay the question on the table" is to postpone it for the present that it may be taken up at some future time.

15. The object of the motion "for the previous question" is to suppress debate and bring the assembly to a vote.

16. The motion "to consider" must be made by one who voted with the prevailing side, and is debatable only when the question to be reconsidered is debatable.

17. The object of the motion "to postpone indefinitely" is to entirely remove the question from before the assembly. It is debatable. No. 14 is more useful, as that it is undebatable.

18. When any member notices a breach of order, she can rise and say: "I rise to a point of order," which she must state without debate, when the President decides at once whether the language used was "in order" or "out of order."

19. When a member is dissatisfied with a decision of the President she may appeal from the decision, saying: "I appeal from the decision of the Chair." If seconded, the President shall say: "Shall the decision of the Chair stand?" and take the vote without any debate, and announce the result. Either a majority or a tie vote sustains the Chair.

COMMITTEE.

20. A committee usually consists of three or five members, and ordinarily is appointed by the President.

21. The first person named by the President is considered the chairman of the committee:

22. When a committee is expected to report at the same meeting, they ask the President for leave to retire. When ready to report,

the chairman reads the entire report, and some member should move that the report be accepted. If carried, this simply discharges the committee, but does not adopt their suggestions, if they make suggestions. In that case, another motion is necessary, namely, *to adopt*, for accepting a report is not adopting it as the action of the entire body. Frequently the motion—and this is the preferable form—is, "I move we *accept and adopt* the report," in which case no further motion is necessary.

23. When a committee to nominate officers is ready to report, the President should ask another to take the chair, unless she has most positively refused to serve for another term, and is sure she will not be renominated.

24. While business is going on, no one should engage in private conversation without express permission; nor should members address one another, nor any person present, but through the presiding officer.

25. In all times of perplexity, the President should remember the advice of a great writer on parliamentary law, that "the great purpose of all rules is to subserve the will of the assembly rather than to restrain it; to facilitate and not to obstruct the expression of their deliberate sense."

HOW TO HOLD A HOME MISSIONARY MEETING.

Never change the day of meeting, except for very important reasons.

1. Have a set hour, and begin promptly on time. If but two or three are present, carry on the meeting; prayer and conference at the time may be especially needful.

2. Always have prayer before beginning the business, and singing, too, if possible, besides reading some message from the Word of God.

3. After this let the Secretary read the "minutes"—that is, an account of what was done at the last meeting. Sometimes it is the rule to call the roll. The President will take a vote upon accepting the minutes as correct, giving first an opportunitv to have any changes made in them which may be desired.

4. Let the Treasurer say how much money she has received since the last report she gave, and from whom; and how much she has paid out, and to whom; and how much she has on hand. A vote is to be taken on this report. At the most favorable time during the meeting a collection might be taken.

5. Call for the report of the Secretary of Literature.

6. Attend to any unfinished business. Hear the reports of any committees that may have been appointed, and act upon them.

7. Take up any new business. Appoint any committees needed to carry it on.

8. Any further time can be taken up in reading missionary letters, or selections made, or essays prepared by any members. Sometimes interest is increased by remarks made by some officer of the Presbyterial Society, or other friend of the cause, who may be present by invitation.

Let us all remember that we do not meet together to be *entertained*, but that the great thing to be done at our meetings is to join in supplication, calling upon God to deliver our land from evil.

We need to pray for all engaged in Home Mission work, whether in Societies or on the frontiers as missionaries and missionary teachers.

9. Always close a meeting in regular order.

HINTS TO THE LEADER OF A HOME MISSIONARY MEETING.

1. Let the President of the Society, or any one appointed to lead, prepare herself for the duty, not only by seeking strength and wisdom from above, but let her select beforehand several hymns appropriate to use, also verses from the Word of God suited to the occasion. It is not often well to read a long chapter at such a time.

Let the leader ask some person able to lead the singing in a spirited way to be present that this part of the service may be inspiring.

Let those who are to lead in prayer, or take part otherwise in the programme, be spoken to in advance by the leader. Let her make

sure that the room is opened in time and properly heated, ventilated and lighted, as the season or the hour may demand. If the meeting is to be one of importance, it is well for the leader to write out for her own use a regular order of exercises in detail, putting down, for instance, the exact hymns she will give out, and when and upon whom she will call for remarks, or to lead in prayer. Such a programme is quite invaluable, even to one experienced in conducting a meeting. Careful study beforehand on the part of a leader has great effect on the success of any meeting.

Let this be her prayer: "Make *me* to understand the way of Thy precepts, *so* shall I talk of Thy wondrous works."

HINTS TO PRESIDENTS OF LOCAL SOCIETIES.

Be *regular* in holding your monthly meetings, having a fixed time and place if possible.

Have a card or postal card printed, with the dates and place of meeting for the year, and sent to *every* woman and young lady in the congregation (whether members of the society or not), after the annual meeting of the Society, for use during the coming year. Put "For Reference," on the card.

Have a strong Executive Committee to help you in your work, in your church; this committee to be composed of your officers, viz: Vice-Presidents, Secretary, Treasurer, Sec. of Literature, etc.

Call your Executive Committee together, if possible, once a month, just after the regular monthly meeting. Then, after prayer and a few words of Scripture, review the work, taking an account of stock as it were; plan for next month's meeting. Do not be afraid to vary the meetings; give each one something to do; appoint the Vice-Presidents in turn to assist you at the next meeting (if at all watchful they will see during the month something to read or tell about in the daily papers or surely in the religious papers); ascertain from the Treasurer how much money is in hand; appoint the Secretary to ascertain from the pastor if there are any new members to whom she shall send the card, with time, place, etc. I take it for granted that each President or her Secretary has a list of every family in the church, obtained from her pastor. All women

on this list who are not already members of the Home Missionary Society should be invited to unite. The list will also be useful in sending out notices, etc.

After each communion season, if any women or young ladies have been received into the church, have the Secretary get their addresses from the pastor, and write them a *personal* letter, an invitation to become members of the Woman's Home Missionary Society of your church, stating the amount constituting membership, with names of officers, time and place of meeting, etc. Then, as President, make it convenient as soon as possible, to call upon the new-comers, and cordially invite them to the next meeting. If the President cannot follow up the personal letter, let her see that her Vice-President does it.

A wise President will make use of her Vice-Presidents and keep them fully informed of the work, so that if unable to preside at any time, she has her aids capable of taking her place at short notice. She will have them sit with her and call on them for help, or to lead the meeting occasionally.

Try to adopt some plan to receive the monthly gifts *regularly*. Do not encourage the members to give for a year at one time. Carefully consider the different ways, and adopt the best way for receiving *monthly* all contributions.

Have the Treasurer give a monthly report at the monthly meeting, of moneys received, and see that the sum in hand is sent every three months to the Presbyterial Treasurer *and a receipt received and filed away.* Often the Presbyterial Treasurer sends articles or leaflets when acknowledging money. Let the Treasurer hand these to the President.

Have some person appointed Secretary of Literature, with other duties, to *secure* subscriptions to the HOME MISSION MONTHLY, and forward to Box 156 Madison Square Branch, New York City, N. Y. The price is 50 cents a year. Select for this office some one who will not merely receive subscriptions, but who will *faithfully endeavor to secure* subscriptions. Subscription envelopes will be furnished for this purpose if desired. This magazine is indispensable to an intelligent comprehension of the work.

Interesting leaflets on the work can be obtained by sending a remittance for samples to the Woman's Board of Home Missions, in

New York City; or send for a list of their publications, and make selections therefrom.

It is pleasant and profitable to have a "Watch Word," or text of Scripture for your motto or inspiration for the year, and at each monthly meeting repeat it in concert. Invite the ladies to study it up and bring a thought or text upon it. Then at the Annual Meeting have the delegate, when her name on the roll is called, repeat it as the "Watch Word" of her Society.

Each President should have a care over the Bands of the church. See that they subscribe for the young people's missionary magazine, "Over Sea and Land," which is published at 1334 Chestnut Street, Philadelphia, Pa. Send them a leaflet or item that may interest or help them; pray for them; do not let interest die out, but encourage them in every possible way. If there is no Band in your church try and form one. Use your influence to have the Sabbath school interested in Home Missions, and try to secure at least one collection each year for the work of the Woman's Board of Home Missions. Do not grow discouraged, but pray earnestly and work diligently in your particular field, which is your church and all that belongs to it. Consult with and ask the aid of your pastor. Make your annual meeting memorable. Send special invitations to the members; have your pastor say a few words of cheer. Above all, pray daily for *our country*, for a pure government, for the Home Mission work in our land, for the *salvation of souls* everywhere, and for your own work in particular. Feel your individual responsibility as an *officer* in your church and as a *representative* of your Presbytery.

If you seek divine aid you will receive it, and your influence will be felt far and near. Your labor will not be in vain in the Lord. —1 Cor. 15: 58.

SUGGESTIONS TO MEMBERS OF A SOCIETY.

1. Be regular in attendance on the meeting.
2. Be punctual to the hour.
3. Be ready to take such part in the meeting as the Leader of it may desire.
4. Try to make any remarks in a simple manner, and directly to the point. Do not go on after you have finished what you have to say.

5. In reading or speaking or in leading in prayer, do it in a way that your VOICE MAY BE HEARD.

6. When one has something to say, let her address the President, while the others keep silence. It is important that only one should speak at a time This implies that whispering disturbs a meeting.

7. When a Committee is appointed, the first person named is chairman, and brings in the report called for.

8. When both the President and Vice-President are absent, the Secretary or Treasurer shall call the meeting to order, and some member present shall be chosen to take the chair.

THE PROGRAMME.

Much of the success of a missionary meeting depends upon the careful arrangement of a programme. In planning for this, avoid monotony. The programmes which are printed each month in THE HOME MISSION MONTHLY have met with great acceptance, and lifted many a society out of a well worn rut. "We never have a dull missionary meeting now," writes one auxiliary. "Those programmes have been a great boon to me," writes an overburdened president. While each of these programmes is complete, and will insure a successful meeting if carried out as directed, yet it is often advisable to adapt them by more or less change, to the circumstances of the auxiliary.

A programme committee is often very helpful. Upon this committee will devolve the duty of seeing that an order of exercises is made ready, and that provision is made for its being successfully carried out.

An essential element in a successful programme is that each item be carefully timed. Allow each part a certain number of minutes. Devotional exercises, reports, business details, map exercises, papers, news items, etc., etc., should have a definite limit assigned to each. In assigning the different parts, let each one be informed of the time at her disposal. Even the simplest programme should be put in written form, in which, in its regular order, every item appears, whether of a literary, business, or devotional nature. Time will thus be saved, a definite order secured, and the leader saved confusion and embarassment.

"We get out of a thing what we put into it. Results are commensurate with effort. To make a missionary meeting interesting,

there must be diligent study and preparation for it." It is surprising how much the tone of a meeting is improved by keeping these hints in mind and acting upon them. No member of a good literary society would think of presenting a carelessly prepared paper. Let us bring as much painstaking to the preparation of the papers assigned us. The leaflet, "Why that Society Was a Success," published by the Woman's Board of Home Missions, will give many helpful hints.

Do not forget that prayer should be an important factor both before and at the meeting. The spiritual significance of the work should never be lost sight of.

Call for the reports of the various departments of work. As, for instance, not only the minutes of the Secretary, and the Treasurer's report, but also call for the report of the Secretary of Literature; she may have some new leaflet to bring to the attention of the society, and she should also report whether she has secured any new subscribers or renewals to the HOME MISSION MONTHLY during the month. If a box is being prepared, have a report from the chairman of that committee; if any special work is in hand for which special committees have been appointed, call for a report. While these reports need consume but a few moments, they will add greatly to the interest of the meeting, and also promote attendance, as thereby more women come to have an active part in the meeting.

It will be well for the leader to station some one at the rear of the room who can, by a preconcerted signal, make it manifest when those who take part are not speaking loud enough to be heard. This is sometimes done by raising a handkerchief.

MAPS.

These are really a necessary adjunct to a missionary society. For $3.50, a large colored map, printed on cloth may be obtained of the Woman's Board of Home Missions. An uncolored cloth map, same size, can be procured for $3. Smaller maps for personal study, three cents each. If unable to purchase one of the larger maps, appoint a map committee, and if they cannot themselves fashion an outline map, they can probably find some one in the community who will

carry out their ideas. Very helpful home-made maps of Alaska, or any of the various fields which come up for study from time to time, may be made with colored crayons or charcoal, on strong manilla paper or muslin. Upon these the stations may be located, and two thin strips of wood, such as are used in the bottom of window shades, attached to top and bottom. The map can thus be rolled up when not in use or hung upon the wall when not needed. When you talk about a station, point to it.

WAYS OF INCREASING INTEREST.

It is said that the first characteristic of a Home Mission woman is that she is thoughtful, and the fact that she is thoughtful will make her a reader, and then she will read everything she can about her own country. The HOME MISSION MONTHLY is devoted to such information, and if read from cover to cover will be one of the most effective ways of increasing interest in mission work. In addition to this, the leaflets published by the Woman's Board of Home Missions will be most valuable in disseminating knowledge and aiding in the preparation of papers for the meetings.

When missionary letters have been received, occasionally a summary of the contents has created more interest than the reading, as it has some of the personality of the speaker.

In preparing the strictly missionary part of the programme, too often only the driest items, told in the most prozy manner possible, are selected. Endeavor to enliven statistics and uninteresting features with incidents and the attractive side of the work.

The interest will often be increased by having all present take part. When this is desired select a number of facts, not more than one line each, but fresh and bright and to the point. Write each on a slip of paper and distribute them. Call for them in quick succession and it will brighten the meeting and fasten many facts in the mind.

Various methods may be used to give each member something to do, and make them "partners" in the meeting. There are twelve programmes during the year. Let different members be selected each time to prepare these exercises and diversify the range

of subjects by the introduction of poetry, singing, recitation and other literary exercises.

Sometimes the introduction of the social element has been an advantage. After the transaction of business some very simple refreshments, as a cup of tea and wafer, have served to make the members better acquainted, thus creating greater interest in each other.

In some localities the members are separated by considerable distance, which makes it difficult for them to regularly come together. In such cases the social feature should have especial attention. Induce several members to agree to entertain the society in their homes once a year. Make the meeting devotional, literary, business and social. Let the refreshments be provided by each one bringing her own. Invite the young and old. At such meetings sewing may be introduced; the garments made to be sent to some mission field or disposed of for the benefit of the society.

The observance of the annual services of Praise and Prayer has been followed by increasing interest. The Week of Praise is that ending with the Sabbath preceding Thanksgiving. The Week of Prayer is that ending with the last Sabbath in February.

The pastors of some churches devote one prayer meeting of the month to Missions, when young men and young women prepare and read papers. This has been the means of enlarging interest in the entire congregation.

An illustrated lecture on Home Missions will incite unusual interest. The stereopticon views attract all classes. Many receive more information in a single evening than by much reading and study.

While these general suggestions are made, and some mentioned heretofore emphasized, the following individual ones for increasing interest strike the root of the matter.

Come to the meetings promptly with a bright, cheery, earnest face.

Come prepared with some striking thought, no matter how few the words or whether they be your own or gathered from some other source.

Come prayerfully; no work is done so negligently as that which is unseasoned with prayer.

Come personally responsible for the success of every meeting. No social meeting can be a continued success if only one or two persons are responsible for it.

HOW TO CONDUCT A PRAISE MEETING.

It may be said at once that the mere conclusion to have such a meeting, and the announcement from the pulpit, are not enough. There should be much *careful preparation* for some time previous. Invitations should be written—or printed when the number to be reached is large—and sent to each lady in the church and congregation. Let each invitation include a little envelope marked "Thank-offering," or "Praise Meeting." Invite everybody accessible. There is special point in this, for, by the free use of these invitations, those who have never shown any previous interest in missionary meetings will often attend, and become permanent workers in the cause. Many have received their first missionary impetus at the Praise meeting. Others have said: "I did not know that missionary meetings were so interesting. You may count on me as an active member hereafter." The following is a suggestive form of invitation:

DEAR MRS. ———

You are most cordially invited to attend the annual Praise Meeting of the Woman's Missionary Society, to be held in the Presbyterian Church, at three o'clock Tuesday afternoon. A programme of unusual interest may be expected. The presence of every lady connected with the church and congregation is desired, and you are requested to extend this invitation to your friends. Please place your thank-offering for the mercies which have come to you from the Father's hand, in the enclosed envelope; seal, and bring with you to the meeting.

In addition to these invitations, a full notice should be given from the pulpit, urging all to attend.

A carefully prepared programme should be arranged. Let the element of praise enter largely into the exercises. A short Bible reading on this subject often forms an appropriate introduction.

Short papers on such topics as "Praise for Temporal Blessings," "Praise for Spiritual Blessings," "How May We Praise God Most Acceptably?" etc., may be prepared and read, and will help to

deepen the interest. Other topics will naturally suggest themselves. A review of the year's work is also excellent.

At the close of the regular exercises, the treasurer brings forward the gathered offerings, and announces the sum total. A prayer of consecration is then offered, asking God to use this freewill gift in the spread of His kingdom.

As the envelopes are handed to the treasurer sealed, there is no comparison of gifts; a dime or a dollar, twenty-five cents, or, as in one case, twenty-five dollars, may lie side by side without putting any sensitive soul to the blush. Given prayerfully, and as a matter of conscience, the smallest gift is precious.

PUBLIC MEETINGS.

If possible let the anniversary of the Woman's Home Missionary Society be a public meeting in the Church on Sunday evening. The annual reports of the Secretary and Treasurer can be read by the pastor or some other friend, and so the work be brought before all the congregation. Addresses can be made by some one interested in the work—sometimes the presence of a home missionary may be secured. A collection is in order on such an occasion, to be paid into the treasury of the society. The more private annual meeting of the society, when the officers for the year are elected, can be held on some week day, before or after the above public meeting.

PLANS TO REACH ABSENTEES.

As heretofore stated, sending postal cards to every member of the church has proven a practical way of reaching absentees. A letter written by hand will often have better effect than a printed one.

Members may interest absentees by continued conversation on missionary subjects, and repeatedly reminding them how much they are missed from the meetings. This may have the same effect that it did upon a now valued worker, who said she attended the first meeting because she was ashamed to give any more excuses to Mrs. X.

Another means is personal visitation among the church members, calling on them, explaining the aims of the society, and urging them to join.

SUNDAY SCHOOLS.

In many Sunday schools a "Youth's Missionary Society" is organized, composed of all the scholars. The quarterly review Sunday is devoted to missionary exercises. The programme may be as follows: singing, prayer, responsive Bible reading, Secretary's report, Treasurer's report, society business, gleanings from missionary fields, or a special missionary exercise published for Sunday schools. In one Sunday school a model church is placed on the desk and each teacher and scholar puts his offering in this treasury.

It should be noted that the General Assembly has recommended that a collection be taken in the Sunday schools on the Sabbath preceding Thanksgiving for the work under the care of the Woman's Board of Home Missions.

HOME MISSION BANDS.

Children are great imitators, and a missionary society "like mamma's" has untold charms. Place in charge of the organization the very best, most live, most enthusiastic worker you have. As to the other officers, have a few more than in the grown up society, rather than less, and fill them all with the children. A little honor and responsibility will prove a wonderful quickener of interest among small people. For this reason it may be well to change the officers more than once a year and pass the honors around.

In mission bands give each one, as nearly as possible, something to do. Have one child distribute Bibles and hymn books. Another collect and return to place. Another use the pointer on the map. Have one child pass the basket, another count the money. Endeavor to teach the children to give. Missionary gardens, missionary berries, missionary hens, missionary pop-corn, missionary rag-bags, dish-washing, baby-tending, may be suggested, while mite boxes, birthday boxes and like devices can be utilized in gathering willing gifts.

The opening devotional exercises should be short, pointed and varied. Let the songs be those they know, and bright and joyous.

One day, have each repeat a Bible verse bearing on mission work. Next time, let the verse be a command, a promise, or a prayer. Encourage them to use sentence prayers following your own. After the opening exercises, the leader may tell a good story, for instance, an Indian legend, or describe the adobe huts of the Mexicans, or a fishing expedition in Alaska. Show pictures of Mexican homes, the Mormon temple, or Alaskan costumes.

Be careful not to train the children to be silent members. Let them do part of the story-telling, but do not let all the talking and reading be done by a few forward ones.

In order that they may have missionary information try to introduce "Over Sea and Land," the children's magazine, into each home. This magazine is a necessity in every successful society. It is published at 1334 Chestnut St., Philadelphia, Pa. The subscription is 35 cents yearly, for a single copy, or 25 cents in clubs of five or more. Specimen copies may be obtained from the above address.

It will be found that showing pictures, relating stories, talking over facts, studying the map and reciting poems, will fully occupy the time.

HINTS FOR ENLISTING SOCIETIES OF CHRISTIAN ENDEAVOR IN MISSIONARY WORK.

A large share of the work of enlisting the co-operation of Christian Endeavor Societies is entrusted to the women of our auxiliaries. The first step necessary is to acquaint them with the educational work of home missions, individually, and at their meetings, as opportunity is offered. Tell them of the needs and demands that created the Woman's Board of Home Missions; the different classes of people among whom it works, who have no other opportunity or means for Christian education; the magnitude and extent of its work, that is peculiarly their work as well—the education of the young, which can be so appropriately done by the young, and should be largely provided for by them. A large per cent. of Christian Endeavorers are young women and girls, who will soon be leaders in our missionary societies. Should they not then be brought into line with our presbyterial and synodical methods, that they may be ready

to assume duties, which shall have increased far beyond the present scope, when they take up the work other hands have laid aside?

When the C. E. societies are planning for a missionary meeting furnish them with missionary letters, or other fresh items of news from the field that will add interest to the programme. Anticipate their monthly or quarterly missionary meetings, and be *ready* to direct them in their efforts to secure interesting and attractive features for the programmes. See that the C. E. Society in *your* church is contributing to the work of the Woman's Board of Home Missions This is *one* of your duties.

TREASURY CATECHISM.

What is the Treasury of the Woman's Board?

It is the base of supplies for all their missionary effort.

How is this Treasury supplied?

By free will offerings.

What would be the result should these gifts to the Treasury cease?

The same result as if the fire were allowed to go out in an engine—all work must stop.

Why was it found necessary to create such a Treasury?

That the Board of Home Missions might extend its work of evangelizing our land by maintaining Mission and Industrial schools among the Indians, Mexicans and Mormons, and at the South.

Is the Treasury of the Woman's Board of Home Missions distinct from that of the Board of Home Missions?

Entirely so, as the books of our Treasurer show. Disbursements are made, however, through the Board of Home Missions.

Are none of the funds which are obtained from the usual collections of the churches for the Board of Home Missions used to support the school work?

They are not. The work depends for funds upon the money paid into the Treasury of the Woman's Board.

For what are the funds of the Woman's Board of Home Missions expended?

For the salaries of Mission teachers, for the expenses of the Mission day and boarding schools, for the erection of suitable buildings, for the support of evangelists, and for incidental expenses.

What relation does the Treasury of the Woman's Board of Home Missions sustain to the Freedmen?

Funds which are received designated for the Freedmen, are forwarded to the headquarters of the Freedmen's Board in Pittsburg for the school work among the colored people.

How should funds be sent to the treasury of the Woman's Board of Home Missions?

They should be sent through the regular channels.

How may this be done?

Contributions coming into the hands of the treasurer of the local missionary society of the church are sent to the presbyterial treasurer, who forwards to the Treasury of the Woman's Board of Home Missions.

Why is this method of forwarding funds advised?

Mainly for four reasons; it is more systematic, it is less laborious, it is less expensive, it prevents discrepancies.

Why less laborious?

It would otherwise require a very large force of workers at headquarters to handle and properly credit each individual contribution.

Why less expensive?

The reply is involved in the foregoing answer; the increased clerical force would necessitate a large expenditure.

Why does this method tend to prevent discrepancies?

By making it possible that the report of the local and presbyterial treasurer shall tally with that of the treasurer of the Woman's Board of Home Missions.

Suppose a contributor is not connected with any organization?

In such cases funds may be forwarded direct to the Treasury, Box 156, Madison Square Branch, New York City.

Should there be other reasons which would lead the donor to forward direct, would the gift be unwelcome?

By no means. Each individual is at liberty to follow personal choice and all gifts are welcome, but whenever practicable the regular channels are strongly advised.

Should money intended for special objects be so designated?

Most assuredly. When forwarding funds which have been

pledged for support of scholarships or teacher's salaries, care should also be taken to plainly so designate the remittance.

Much emphasis seems to be placed on the necessity for more funds from year to year. Why does the Treasury need this increase?

For the same reason that healthy, vigorous children need larger garments this year than last. The work grows.

Are small gifts acceptable?

Most certainly, and especially so if the giver has bestowed according to the measure of ability.

What is the controlling motive in handling the funds which are sent to the Treasury?

To use the means in the wisest way for the conscientious and successful enlargement of the kingdom of Him who sits over against the Treasury.

RULES FOR THE TREASURERS OF LOCAL MISSIONARY SOCIETIES.

1. Keep a permanent record of all money received and disbursed. It would be well to take this book to your presbyterial meeting that it may be examined by your presbyterial treasurer and audited.

2. Disbursements should be made only according to the rules of your Society, and a receipt should be taken in every instance and kept on file or pasted in a book kept for that purpose.

3. A report of the condition of the treasury at date should be made at each monthly meeting.

4. In forwarding money note carefully the following directions:

(*a*) Send all money for Home or Freedmen Missions to the Home presbyterial treasurer; all money for Foreign Missions to the Foreign presbyterial treasurer.

(*b*) If the money is intended for any special object always mention that object. If there are two or more churches in one place, give the church name of the contributing society.

(*c*) Send money quarterly at such dates as your presbyterial treasurer may indicate.

NOTE.—Subscriptions to the HOME MISSION MONTHLY should be sent to the Treasurer, Box 156 Madison Square Branch, New York, N. Y.

(*d*) If a correct receipt is not received from your presbyterial treasurer within five days, notify her of the fact.

5. Each local society should have a Contingent Fund, raised either by tax or voluntary contribution.

6. All books and documents of a treasurer should be transferred to her successor in office.

SCHOLARSHIPS AND SHARES.

1. To Mission Bands, Sunday Schools and Societies of Christian Endeavor desiring specific objects to which their money may be appropriated, we offer Scholarships or Shares in our Schools.

2. The payment for a BOARDING SCHOLARSHIP secures three letters per year from the school, with definite information regarding the progress of the pupil to whom the scholarship is assigned.

3. Each scholarship, as it is pledged, is carefully recorded in our books, and all payments for scholarships or shares are credited to the account of the contributor when received at this office; these payments, however, remain in our treasury, to be remitted *quarterly* to the school designated, on receipt of a financial statement from the superintendent in charge.

4. The price of Boarding Scholarships varies according to locality:

In Alaska and among the Mormons	$100
New Mexico and the Indians	50 and 75
Among the Mountain People of the South .	50 " 75

These sums do not always cover the entire expense of a boarding pupil in our schools. In such instances the amount is supplemented from other sources.

5. DAY SCHOLARSHIPS are $25. These are designed to provide for the current expenses of a school where the income from tuition is not sufficient for this purpose. Contributors paying for these Scholarships are entitled to half-yearly letters from the school in which the money is expended.

6. There is another method of contributing to the support of our Mission Schools which, in the judgment of the Committee, is quite as effective for the schools, and equally interesting to the con-

tributing bands. We offer SHARES in our schools at $10 and $25, according to location.

Shares entitle the holder to half-yearly letters issued from this office concerning the entire school; therefore we earnestly urge the taking of shares, that the interest of the holders may be diffused throughout the school, and not concentrated on individual pupils. This plan also relieves our teachers of the burden of correspondence concerning special pupils.

SUGGESTIONS.

1. Apply to the Woman's Board when a Share or Scholarship is desired, naming the field if any particular one is preferred.

2. Redeem your pledge promptly, by quarterly payments, to your Presbyterial Treasurer, or to the Treasurer, Box 156 Mad. Sq. Br., New York City, N. Y., accompanied each time by the statement of the source from which the remittance comes, and the object to which it is to be applied.

Money should never be sent directly to the school. Bills for school expenses are paid from the New York office.

3. Give full address of the local officer to whom letters from the field are to be sent, and notify the Woman's Board of Home Missions when a change of address is to be made.

4. Do not send personal gifts to the pupil. Experience has proved that a spirit of pride may be awakened, or feelings of jealousy and dissatisfaction be engendered in other pupils. It is better to give presents that others may share.

5. For further information concerning Scholarships and Shares apply to WOMAN'S BOARD.

SECRETARY OF LITERATURE.

Each local Secretary of Literature should be alive to the duties and opportunities before her. This officer has charge of the circulation of the leaflets, the HOME MISSION MONTHLY and OVER SEA AND LAND.

Seek to bring the leaflets frequently to the attention of the women of your church. Do this by announcement of the new publications at the regular meetings. The HOME MISSION MONTHLY will keep you advised of these as they appear from time to time. Some societies devote a share of the contingent fund to the purchase of leaflets for free distribution; the plan is excellent. Make yourself familiar with each leaflet published by the Woman's Board of Home Missions. You can then readily decide which are best

adapted for distribution in your particular society. Keep a list of leaflets thus distributed.

Select occasionally a leaflet to be read, either by yourself or some one else, at the regular meeting. You can arrange for this with the leader. The effect of reading a telling leaflet has often been very marked. Frequently those present will desire copies of the leaflet to use as a means of arousing interest among others not enlisted in missionary work.

Provide yourself with samples of mite boxes, praise meeting invitations and envelopes, responsive readings, envelopes for monthly offerings, etc. You will thus be able to give needed information and help to decide upon the use of these various aids as they may be required in the work of the society.

The other branch of your work is to look after the interests of the HOME MISSION MONTHLY and "Over Sea and Land" in your church and missionary societies.

You will need to do more than to simply announce that subscriptions will be gladly received, for *passive effort* will not suffice. Personal appeal, systematic and business like methods are needed.

Procure a small blank book. In this enter the names of subscribers, together with the month when each subscription began. You will thus know when the various subscriptions expire, and this will be of assistance in securing renewals. It is very desirable that renewals be forwarded to the publication office *prior to the expiration* of the subscription; otherwise the printed mailing list is disarranged, and time, labor and expense greatly increased at headquarters. In the aggregate this amounts to a large sum, which might be saved by forethought and promptness. To obtain new subscribers an active canvass is needed. Personal effort and appeal will bring the best results. Consecrated tact tells in this work. At the end of each year send a summary of your work to the Presbyterial Secretary of Literature, that she may compile her own report, which, in turn, is transmitted to the Synodical Secretary. In this day of opportunity and blessing every Presbyterian woman should have a part in the magnificent work of making this the great Christian nation of the earth. To do this best she should keep in touch with what is being done for the redemption of our land by the women of the church.

Price per Dozen, 50 Cents.